

**TRUSTEE MEETING MINUTES
OF THE
BRISTOL KENDALL FIRE PROTECTION DISTRICT
KENDALL COUNTY, ILLINOIS
HELD IN THE CONFERENCE ROOM, 2ND FLOOR
103 E. BEAVER STREET, YORKVILLE, IL 60560
THURSDAY, JANUARY 14, 2021**

A regular meeting of the Bristol Kendall Fire Protection District Trustee Meeting was held on Thursday, January 14, 2021 at 5:00 p.m. in accordance with Section 5 of Governor Pritzker's Executive Order 2020-18 (COVID-19 Order No. 16), pursuant to notice.

REGULAR TRUSTEE'S MEETING

**BOARD PRESIDENT JOHNSON CALLED THE MEETING TO ORDER AT 5:00 p.m. and
DETERMINATION OF QUORUM**

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea

Administration present: Chief James Bateman, Deputy Chief Tom Lindblom, Assistant Chief Tim Fairfield, Assistant Chief Jeremy Messersmith, Battalion Chief Michael Torrence, Battalion Chief Chris Ronning, Deputy Chief Tom Lindblom recorded the minutes in the absence of Minutes Recorder Darlene Perez.

The Pledge of Allegiance was recited.

APPROVE MINUTES OF THE DECEMBER 10, 2020 REGULAR TRUSTEE'S MEETING

Board President Johnson entertained a motion to approve the December 10, 2020 Regular Trustee's Meeting Minutes. Motion to approve by Board Treasurer Schlapp. Seconded by Trustee Yabsley with the revision on page 3 of the additional premium for \$45,760.00.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea

Motion carried
Minutes were signed

COMMENTS FROM THE PUBLIC

Board President Johnson asked if there were any comments from the public. There were no comments made.

DISTRICT BILLS

A travel/meal expense form was presented: D/C Lindblom for \$74.17 for travel reimbursement.

Board President Johnson entertained a motion to approve D/C Lindblom's travel expense. Motion from Board Treasurer Schlapp and seconded by Trustee Yabsley.

Roll Call
Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea
Motion carried

The Board List of Bills Report was presented for approval:

Fire - \$120,127.30; Capital - \$10,985.24; EMS - \$293,501.86; Operations - \$22,104.22;
Insurance - \$68,836.40; Foreign Fire Insurance Board - \$520.00; Memorial - \$0.00
Total: \$516,075.02

Board President Johnson entertained a motion to approve the District bills. Motion from Trustee Schwartz and seconded by Board Treasurer Schlapp.

Roll Call
Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea
Motion Carried

PAYROLL

The Payroll Summary Report was presented for a total gross payroll of \$179,487.78 for the month of December 2020 for 3 pay periods.

Board President Johnson entertained a motion to approve the Payroll. Motion from Board Treasurer Schlapp. Seconded by Board Secretary Yabsley.

Roll Call
Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea
Motion Carried

JAMES HOWARD FROM GOVERNMENTAL ACCOUNTING TO DISCUSS THE FINANCIAL REPORT

James Howard of Governmental Accounting report was postponed until after A/C Fairfield report was given. James then presented his financial report and read it out loud. The report was placed on file.

INTERNET TRANSFER REPORT

The Internet Transfer report was presented for review and placed on file.

FIRE MARSHAL TORRENCE'S REPORT

The Fire Marshal's Report was presented and placed on file.

BATTALION CHIEF RONNING'S REPORT

B/C Ronning advised he has nothing new to report at this time.

ASSISTANT CHIEF MESSERSMITH'S TRAINING REPORT

The Training and TRT Report was presented and placed on file.

ASSISTANT CHIEF FAIRFIELD'S REPORT

A/C Fairfield's report was presented and placed on file. He also advised we are now able to perform COVID 19 rapid tests our own members in-house.

DEPUTY CHIEF LINDBLOM'S REPORT

D/C Lindblom advised he had nothing to report.

CHIEF BATEMAN'S REPORT AND GENERAL BUSINESS

A. Direct Fire Commission to Begin Hiring Process off Eligibility List - Approve

Chief Bateman requested the Board direct the Fire Commission to begin the hiring process to send conditional letters of employment to those on the current eligibility list.

Chief Bateman briefly turned the floor over to James Howard to discuss the numbers to hire the first group of 12 in April 2021 during the current fiscal year. The remaining of the list to be hired in May during the new fiscal year budget. A discussion will be held with PSI for them to release 12 contract employees on the eligibility list to be hired by the District during the remainder of their contract.

A lengthy discussion was held.

Board President Johnson entertained a motion to approve directing the Fire Commission to begin the hiring process. Motion from Trustee Schwartz. Seconded by Board Treasurer Schlapp.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea
Motion Carried

B. Direct Fire Commission to Begin Creating a New Eligibility List - Approve

Chief Bateman requested the Board to direct the Fire Commission to create a new eligibility list since the current list will be exhausted after sending out the conditional offer of employment letters.

Board President Johnson entertained a motion to direct the Fire Commission to start the process of creating a new eligibility list. Motion from Trustee Yabsley. Seconded by Board Treasurer Schlapp.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea
Board Treasurer Gary Schlapp - yea;
Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea
Motion Carried

C. Initial Employment Agreement - Approve

Chief Bateman advised a copy of the Initial Employment Agreement that will be enclosed with the Offer of Employment letter has been included in tonight's packet for review.

Board President Johnson entertained a motion to approve the Initial Employment Agreement. Motion from Trustee Yabsley. Seconded by Board Treasurer Schlapp.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea

Board Treasurer Gary Schlapp - yea;

Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea

Motion Carried

D. Fire Commission Report

Chief Bateman advised the next Fire Commission Meeting will be held on January 28, 2021 at 6:30p.

E. Crossover Policy 706 Apparatus/Vehicle Backing

See F. below for review and approval.

F. New Policies 301 Firefighter/EMT; 302 Firefighter/Paramedic; 303 Lieutenant; 309 Fire Marshal; 310 Fire Inspector - Review and Approve

Chief Bateman advised new policies 301 Firefighter/EMT; 302 Firefighter/Paramedic; 303 Lieutenant, 309 Fire Marshal; 310 Fire Inspector are enclosed for review and approval. A brief discussion was held.

Board President Johnson entertained a motion to approve the new policies listed above. Motion from Board Treasurer Schlapp. Seconded by Trustee Schwartz.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea

Board Treasurer Gary Schlapp - yea;

Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea

Motion Carried

G. General Information

- 1) Chief Bateman advised Trustee training will be held January 23, February 6, March 6 and March 27 are the dates available. On-line training for either date is available in lieu of in person training.
- 2) We're in the process of preparing the budget for 2021/2022. The tentative budget will be presented in the April Trustee Meeting with the final Budget to be approved in the May Trustee Meeting.
- 3) Chief Bateman advised renewal reappointments for Board President Schlapp and Trustee Yabsley are up for renewal for another three years. Both Gary and Phyllis advised they would like to continue in their current positions. Chief Bateman will advise the County of such.

REPORTS FROM YORKVILLE PLANNING COUNCIL – B/C F/M Torrence

Nothing to report.

OTHER BUSINESS OR COMMENTS FROM THE PUBLIC TO COME BEFORE THE BOARD

No other business to be discussed and no comments were made by the public.

Board Treasurer Schlapp requested to conduct a Closed Session to discuss personnel at the next Trustee Meeting.

NEXT REGULAR TRUSTEE'S MEETING

The next Regular Trustee's Meeting is scheduled for Thursday, February 11, 2021 at 5:00 p.m. at 103 E. Beaver Street, Yorkville, IL 60560.

ADJOURNMENT

Board President Johnson entertained a motion to adjourn the Regular Trustee's Meeting.

Motion by Trustee Schwartz. Seconded by Board Secretary Yabsley.

Roll Call

Board President Ken Johnson - yea; Board Secretary Phyllis Yabsley - yea

Board Treasurer Gary Schlapp - yea;

Trustee Richard Dickson – absent; Trustee Marty Schwartz - yea

Motion carried.

The Trustee Meeting of January 14, 2021 adjourned at 6:16 p.m.

Minutes Approved and Accepted:



President



Secretary